

Ponoka Library Board Agenda

May 15, 2023

Location: The Crow Restaurant

Current Board Members: Alison Gorrell [Chair], Sharon Rowland [Treasurer], Kathleen Terry [Secretary] Laeta Morskate, Alana Cissell, Jeff Ramage [Members at large], Cal David [Town of Ponoka Representative]

Library Manager: Dan Galway

Board Present: Alison Gorell [Chair], Sharon Rowland [Treasurer], Kathleen Terry[secretary], Laeta Morskate, Jeff Ramage [Members at Large] Cal David [Town of Ponoka] Dan Galway [Library Manager]

Public Present:

Regrets: Theresa Therriault, Alana Cissell

1.0 CALL TO ORDER 7:07 pm

1.1 Treaty Land Acknowledgement

- 1.1.1 The Ponoka Jubilee Library Board acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

1.2 Adoption of Agenda

- 1.2.1 Motion to adopt

Motion: to adopt the agenda as circulated by Sharon Rowland. Carried.

1.3 Adoption of April 2023 Minutes

Motion: to adopt the minutes as circulated by Laeta Morskate. Carried.

2.0 FINANCE

2.1 Financial Report for April 2023

- 2.1.1 Donations down slightly due to fewer participants at trivia night.
- 2.1.2 Grant of \$10 000.00 received from the PLSB (Public Library Services Branch). Will be used for operating the lending library, resume printing and 3 sessions will be available to the public in September, October and November of 2023. Focusing on resume building, interviewing for employment and job skills.
- 2.1.3 A donation of \$850.00 from the Schmidt family is expected in the next while.
- 2.1.4 Overall budget to date is on target.

Motion: to adopt the February 2023 Financial Report by S. Rowland. Carried.

3.0 LIBRARIAN'S REPORT

3.1 Statistics

- 3.1.1 Library usage is down slightly – possibly due to the nice weather and the long weekend.
- 3.1.2 Circulation is up and all other statistics are level.

3.2 Collections

- 3.2.1 The nostalgia collection that was created in April is seeing some movement. Feedback has been positive.
- 3.2.2 The seed library is operational. There have been many community donations and borrowers. The seed library will run until mid to late May or early June depending on when the seed collection is depleted.
- 3.2.3 The Junior Fiction and Young Adult Collections are in the early stages of being organized according to genre. This approach aims to enhance user experience by making it easier for patrons to locate books and resources and can allow for faster and more efficient retrieval of items.

3.3 Operations

- 3.3.1 Funding through Canada Summer jobs has been confirmed. This allows for two summer student positions.
- 3.3.2 The library manager will reach out to Young Canada Works for a progress update on whether funding is secured.
- 3.3.3 If the library is not successful in getting the Young Summer Works grant the library manager will reach out to Canada Summer Jobs for 100% funding rather than 75%.
- 3.3.4 The library manager and PJLB HR committee are working through the book Crucial Conversations. To date it has been a very useful process and a positive experience.

3.4 Programming Report

- 3.4.1 Seniors' tea continues to be a very popular program and is well attended. This program will run throughout the summer.
- 3.4.2 Family movie nights are typically not well attended so discussions will be had about their viability.

3.5 Outreach Report

- 3.5.1 Outreach programs have been steady. Some visits were missed do to staff or patron illness.

4.0 Reports

4.1 Town of Ponoka Report

- 4.1.1 Library board has been invited to a luncheon and rodeo on June 30. A big thank you for the invitation.
- 4.1.2 Town council will potentially meet with the library board chair to get introduced. Cal will confirm the date with Alison.
- 4.1.3 Andrew Jones is working on the new lease. Nothing has been presented to the town at this time.

4.2 Policy Review Committee

- 4.2.1 Request for Approval – Financial Policy

Motion to approve Financial Policy with the date changed to 05/15/23 by J. Ramage. Carried. To be reviewed May 2028.

- 4.2.2 Request for Approval – Art Donations Policy

Motion to approve Art Donations Policy with amended and passed date as 05/15/23 by L. Morskate. Carried. To be reviewed May 2028

- 4.2.3 Request for Review – Town of Ponoka Library Board Bylaws

Motion tabled. Amendments will be discussed over sling to revise and approve section 8 – 8.3 and 8.4.

5.0 New Business

5.1 Correspondence – Lawrence S.

- 5.1.1 Lawrence expressed concern that library funds are not being effectively allocated. The library manager has asked that Lawrence send any complaints only to the library board, however, he included the town council on the correspondence as well. Alison will draft a response from the board and share it with Dan.

5.2 Correspondence – Graham B.

- 5.2.1 Graham Boyes sent correspondence commending the library staff for their assistance with one of their congregation members. He thanked the library for what they do to support the community, especially the disabled.

5.3 Board Member Signing Authority

- 5.3.1 J. Ramage moved that the library board grant Alison Gorrell signing authority for the library board. Approved and carried.

5.4 Board Member Recruitment

- 5.4.1 Theresa Therriault has resigned from the library board effective immediately. An advertisement listing an opening will be posted once there is approval from Human Resources

Next Meeting Date: 7:00 on June 19th, 2023 at the Ponoka Jubilee Library

Meeting adjourned at 8:57 pm